



# ATLANTA

## General Accounting, Director

**SALARY RANGE: \$65,676 - \$75,365**

Salary Grade 35 (Salary Negotiable)\*

### Duties

This position is responsible for the management and supervision of the City's general accounting operation and internal control system. This employee provides accurate and reliable financial information; prepares the City's Comprehensive Annual Financial Report, leads transaction processing area of accounts payable and payroll; fixed asset accounting; project and program accounting for grants, trusts and special funds; and general ledger and financial statement preparation and directs the administration of the City's payroll and pension.

### Licenses and Certificates

Candidates applying must present a valid GA driver's license at the time of appointment. License must remain valid while in this classification.

### Minimum Job Requirements

This position requires a Bachelor's degree in Accounting or Finance; and 5-7 years of current governmental Accounting experience including governmental and enterprise funds; significant experience with GASB34 and 5-7 years of significant supervisory experience in such roles as a Division Controller, Manager of Accounting Operation or other positions of significant responsibility. A license to engage in practice as a Certified Public Accountant. A Masters of Business Administration. Professional Accountancy, Public Administration of a related field is preferred.

### The Application Procedure

Resumes will be accepted until vacancy is filled.

Our office hours are from 8:30 a.m. 4:30 p.m., Monday through Friday.

Mail Resumes to:

City of Atlanta

Department of Human Resources

68 Mitchell Street SW, Suite 2120

Atlanta, GA 30303

Email Resumes to: [kwjones@ATLANTAGA.GOV](mailto:kwjones@ATLANTAGA.GOV)

(404) 330-6892 Phone

Fax Resumes to: (404) 658-1129

To download an application visit us at: [WWW.ATLANTAGA.GOV](http://WWW.ATLANTAGA.GOV)

**Equal Employment Opportunity Employer**

**Applicants who meet the minimum requirements for the position will be forwarded to the Department of Finance for employment consideration.**

**\* Salary subject to change-pending legislative approval**